Mobile Application Manager Job Aid (Android)

eSTART
State of Alabama

Downloading the Application

From the **Play Store** on your **Android** phone, search and download **Kronos Mobile**. The application is free.

Note: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.
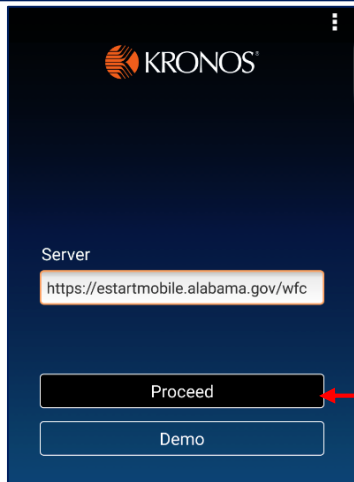
Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.
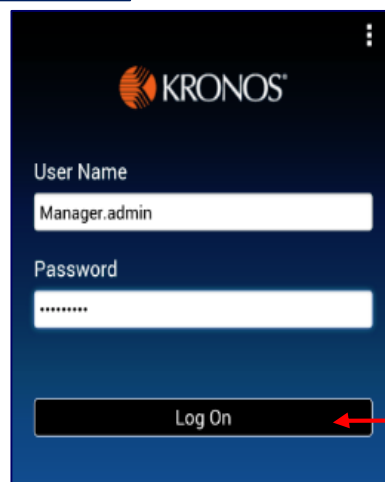
1. Enter the following URL in the **Server** field:

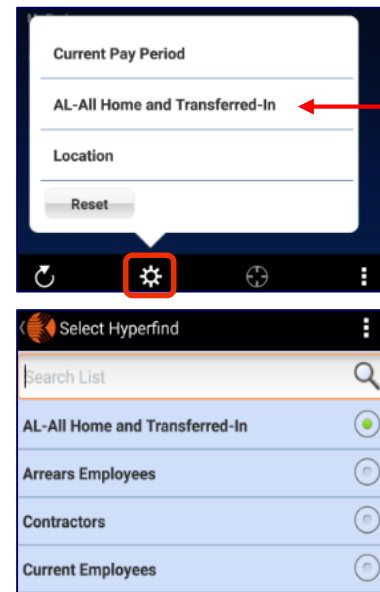   **https://estartmobile.alabama.gov/wfc**

2. Click the **Proceed** button**.**

3. Enter your eSTART **User Name** and **Password.**

4. Click **Log On.**

5. Next, select the gear icon to set your HyperFind. Then tap **AL- All Home and Transferred-In.**
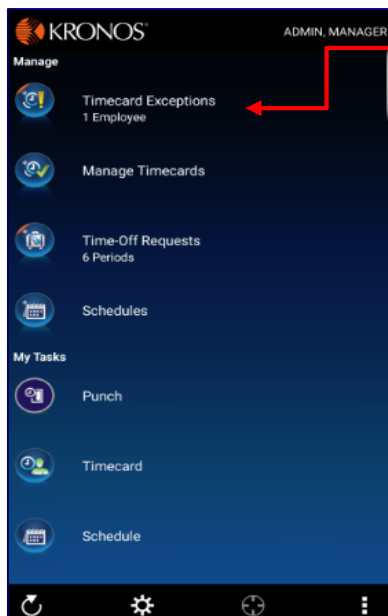
6. Tap the desired Hyperfind.

Note: To sign out of the application, use the "three dots" icon in the lower left corner of the screen.
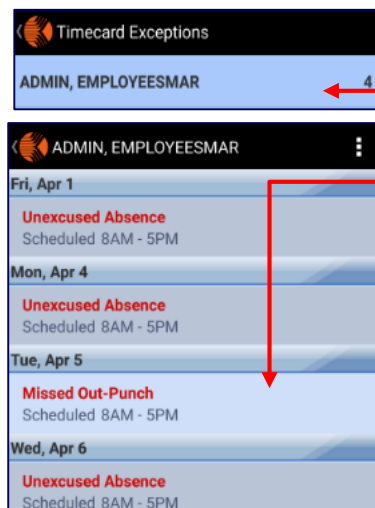
Performing Manager Tasks
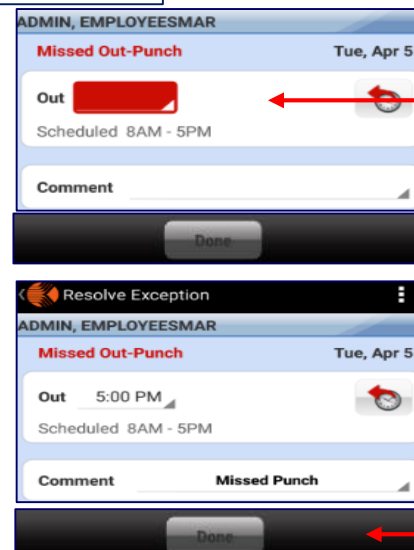
Managing Timecard Exceptions

1. From the main screen, select **Timecard Exceptions.**

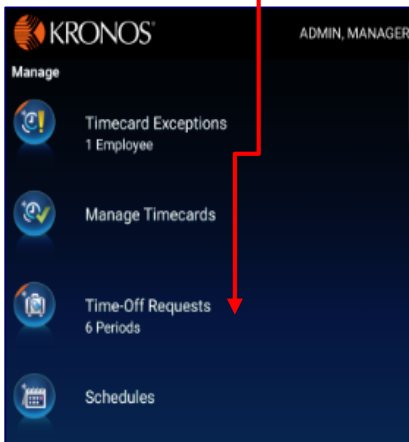2. Tap an employee name, then tap the desired exception.

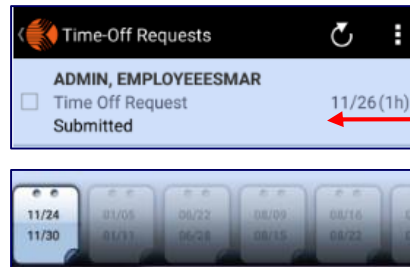3. Tap the punch field to add the time. Then add a Comment, if desired. Select **Done.**

4. Verify the change, then select **Done.**

Manage Time-Off Requests

1. On the main screen, select the **Time-Off Requests** icon.

2. Tap the request to view the details.

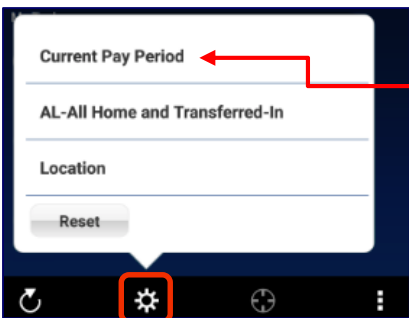3. If needed, select a different time period from the lower section of the screen.

Time-Off Request Details

Request Type	Time Off Request
Start Date	Tue, 11/26/2013
End Date	Tue, 11/26/2013
Paycode	ANNUAL LEAVE TAKEN
Duration	Hours
Start Time	3:30PM
Length	1h
Job	
Location	
Message	
Comment	

4. Review the request.
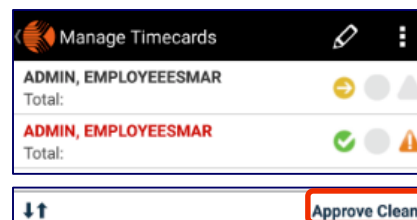
5. Click **Approve** or **Reject**.

Approve Timecards

1. From the main screen, use the gear icon to select the correct pay period.

2. Tap the pay period in the menu to change it.

3. Then tap the correct pay period from the list that displays.
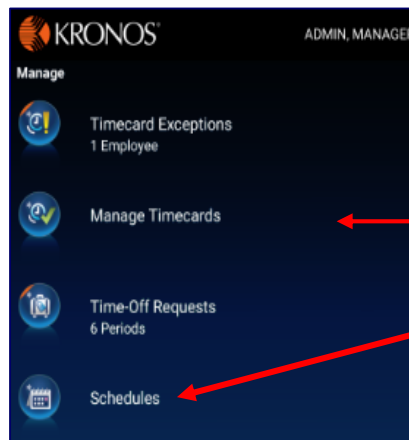
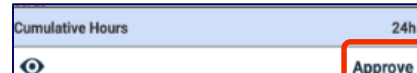From the main screen, select **Manage Timecards.**

4. The listing of employees displays.

5. If no review is needed, select **Approve Clean** to approve **all** timecards.

6. To review an individual timecard, tap the employee name.

7. From an individual timecard, review, then select **Approve.**

Note: From the main screen, the **Schedules** icon may be used to view schedules.

The **My Tasks** section of the main screen is used for your own employee tasks (see Mobile Application Employee for Android job aid).